

North Carolina Agriculture Cost Share Program Review Summary  
(month, year)

County	Chatham	Date of Previous Review/Report	
District Staff Name(s)	Susannah Goldston, Brenda Willams	Date	4/11/15
NRCS Staff Name(s)			
Division Representative(s)	Tom Hill, Louise Hart, Ralston James		
Additional Participants			

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments) Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
When do you schedule your board meetings?				X	2 <sup>nd</sup> Thursday of the month 7 pm		X			
How do you notify the public of the board meeting schedule and does it adhere to the Open Meetings Law?				X	Newspaper week before website, and posted county manager’s office		X			

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When do you develop a conservation plan for a potential applicant?				X	After the application; if there is no contract then will develop after field visit. AgWRAP will be done prior to contract.		X			
How do you assess the resource concerns on the farm to determine if a BMP is needed and feasible?				X	Site visit, inventory and resource concerns prior to development of contract.		X			
Are applications reviewed and approved by the Board as a separate action item?				X	Yes with ranking. They do different programs separately too.		X			
Are application decisions/motions recorded in the board minutes?				X	Yes, and go over application and ranking sheet		X			
Because applicants are limited when applying for incentive BMPs, how does your district track the applications for incentive BMPs? Is your district using the self-certification form provided by the division to track incentive BMPs.				X	Susannah hasn't done any incentives yet.		X			
Please describe how the district tracks applicants who are applying for multiple incentive BMPs or consecutive incentive BMPs.				X	Have spreadsheet, not an issue here or hasn't been to date, pull file based on tract folder. Staff is seasoned, knows the people, and works with other district		X			
If multiple partners farm together, how does the district track individual applicants as one operation?				X	FSA tract number, FSA records, experienced staff.		X			

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Once applications are approved, how do you develop a contract?				X	Site visit, collect resource inventory information		X			
Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?				X	Site visit for measurements, talk with landowner before signatures, then bring to the Board in person.		X			
What procedures do you follow for notifying the applicant that work can begin?				X	Send letter, wait until get notification from Division. Don't let them start till get standards and specs.		X			
What information do you provide the applicant?				X	The contract, plan, resource info, specs, contractor list.		X			
<i>Are contracts reviewed and approved by the Board as a separate action item?</i>				X	Yes		X			
<i>Are contract decisions/motions recorded in the board minutes?</i>				X	Yes		X			
Describe the district/board's procedure for approving supervisor contracts.				X	The supervisor recuses themselves, the Board will look at app and ranking sheet, will only approve if ranks higher.		X			

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Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?				X	Yes in minutes they recused themselves		X			
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed by the contract deadline?	X	X			Staff goes over the specifications before contract work begins, offers construction supervision assistance, checks progress on construction work. Reviews spreadsheet and if flagged for past implementation date, will call operator. Excellent work and use of programs. To maintain this excellent service, have newer employee in the field with experienced staff as much as possible.		X			
How do you track the Commission's interim performance milestone? One-third of the work must be completed within 12 months of division approval.				X	Now on CS2 but had and has spreadsheet with 1/3 date and also on checklist		X			
Is the district recording 6-month extensions in the board minutes?				X	Yes, Board makes them work for it, not a given. Had one go to Commission, but Board voted down.		X			

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What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards and specifications?	X				Included with the specs and job sheets and conservation notes. Chatham does an excellent job of documentation for contracts and conservation plans.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes, in the field on specs, job sheets, notes		X			
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	Yes		X			
Are request for payments reviewed and approved by the board as a separate action item?				X	Yes		X			
<i>Are payment decisions/motions recorded in the board minutes?</i>				X	Yes		X			
<b>Section 2: Spot Checks and Compliance Issues</b> Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										
<i>Who participates in annual spot checks? When are they conducted?</i>				X	Supervisors, district staff in spring 3 or 4 days, different supervisor usually,		X			

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How does the district select which contracts to spot check?				X	Board picks random number, figure out 5% amount, list of all contracts, count off from the random number, then do the waste mgmt. contracts and supervisor contracts.		X			
<i>Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWQ.</i>				X	Board members have purposefully let others go before them, general. Yes		X			
How does the district review five percent of all waste utilization plans?				X	During spotcheck		X			
How does the district notify the NRCS area office (for ACSP contracts) or division (for CCAP contracts) to conduct spot checks on lands owned or operated by a district, county, division or NRCS employee or district supervisor? This includes CPOs, revisions, supplements or repairs.				X	Outside person (Pete or Bruce).		X			

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The North Carolina Statute 02 NCAC 59D.0107(f) states "If the technical representative of the district determines that a BMP for which program funds were received has been destroyed or has not been properly maintained, the applicant will be notified that the BMP must be repaired or re-implemented within 30 working days. For vegetative practices, applicants are given one calendar year to re-establish the vegetation" How does your district notify individuals that have destroyed or mismanaged a BMP?				X	Verbally and or letter and/or certified letter. Follows policy.		X			
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	Board meeting, has not been an issue		X			
When does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept with the CPO?				X	See Above yes		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	Documented per policy yes, checked on again.		X			
Is the district notifying the division of non-compliance and resolutions?				X	Yes, through spotchecks and the letters but not much of an issue.		X			
<b>Section 3: Record Keeping</b> Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										

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How does the district track BMP funds?				X	Spreadsheet and CS2		X			
How does the district use the division on-line (website & CS²) reports?				X	Would like to have capacity to get reports and get Paula's reports too more often.		X			
How are technical assistance funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	County, through the end of the fiscal year.		X			
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	Susannah Goldston		X			
How are operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	County, end of the fiscal year		X			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	County Finance, same time		X			
Is proper job approval authority (JAA) documented for each technical and cost share position? Please provide a copy of the latest approved JAA.	X	X			On file. This item is consistent with one above where we gave both a Commendation along with a		X			



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					Recommendation. Staff does an excellent job at providing technical assistance and in having the necessary JAA or getting designs done quickly. We hope this trend continues with the newer employee. The newer employee is doing a great job in getting experience and working toward JAA. We recommend that this employee spend as much time as feasible with experienced staff in all aspects of field work to maintain the excellent job Chatham is providing. The Division recognizes that JAA should have a set structure on how to obtain which is currently unavailable.					
Do district supervisors complete supervisor forms when they have a financial interest in an entity requesting a cost share contract?				X	Yes		X			

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<b>Section 4: Contract Reviews and Site Visits</b> Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										
Contract Number: Applicant Name: BMP:  <i>Insert Picture</i>					See attached sheets					
Contract Number: Applicant Name: BMP:  <i>Insert Picture</i>										
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